

# BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY

Meeting Date: February 16, 17, 2005

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

**AGENDA ITEM WORDING:** Approval to advertise equipment for bid and approval to remove surplus equipment from inventory via disposal and transfer.

**ITEM BACKGROUND:** See attached schedule

**PREVIOUS RELEVANT BOCC ACTION:** N/A

**CONTRACT/AGREEMENT CHANGES:** N/A

**STAFF RECOMMENDATION:**

**TOTAL COST:** N/A **BUDGETED:** Yes      No     

**COST TO COUNTY:** N/A **SOURCE OF FUNDS:** N/A

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MTH**      **YEAR**     

**APPROVED BY:** County Atty      OMB/Purchasing      Risk Management     

**Prepared by:** Divina D. Speer  
Print Name: Divina D. Speer, Deputy Clerk

**APPROVAL:** Kevin Madok  
Print Name: **KEVIN MADOK**, Clerk's Chief Accountant

**DIVISION DIRECTOR APPROVAL:** Sandra Carlile  
Print Name: **SANDRA CARLILE**, Finance Director

**DOCUMENTATION:** Included      **YES** To Follow      Not Required     

**DISPOSITION:**      Agenda Item #

**Board of County Commisloner**  
**February 16, 2005**

SCHEDULE OF SURPLUS ITEMS			AMOUNT		BOCC ACTION
County ID #	Description	ITEM BACKGROUND	Original Value	Estimated Present Value	
1	1300-046 Refrigerator Mobile Mortuary	beyond economical repair	\$5,320.00	\$500.00	need approval to- advertise for bid
2	0100-402 Computer	beyond economical repair	\$1,099.00	\$0.00	remove from inventory and dispose
3	0202-435 Hub/Switch	beyond economical repair	\$880.00	\$0.00	remove from inventory and dispose
4	1002-452 Computer	beyond economical repair	\$1,293.00	\$0.00	remove from inventory and dispose
5	1416-148 Computer	beyond economical repair	\$1,489.00	\$0.00	remove from inventory and dispose
6	0920-443 4X2 Gator	beyond economical repair	\$4,731.06	\$0.00	remove from inventory and dispose
7	2400-109 Hydraulic Unit	beyond economical repair	\$3,282.11	\$0.00	remove from inventory and dispose
8	0101-012 Computer	beyond economical repair	\$3,835.00	\$0.00	remove from inventory and dispose
9	0601-422 Printer	beyond economical repair	\$760.00	\$0.00	remove from inventory and dispose
10	0601-423 Printer	beyond economical repair	\$760.00	\$0.00	remove from inventory and dispose
11	0601-537 Computer	beyond economical repair	\$1,334.00	\$0.00	remove from inventory and dispose
12	0800-421 Computer	beyond economical repair	\$1,981.00	\$0.00	remove from inventory and dispose
13	0800-533 Computer	beyond economical repair	\$993.00	\$0.00	remove from inventory and dispose
14	0940-444 Computer	beyond economical repair	\$2,090.00	\$0.00	remove from inventory and dispose
15	1001-631 Computer	beyond economical repair	\$2,300.81	\$0.00	remove from inventory and dispose
16	100106-6 Computer	beyond economical repair	\$1,627.00	\$0.00	remove from inventory and dispose
17	1002-395 Computer	beyond economical repair	\$2,158.00	\$0.00	remove from inventory and dispose
18	1002-418 Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
19	1003-015 Computer	beyond economical repair	\$2,562.00	\$0.00	remove from inventory and dispose
20	1005-114 Computer	beyond economical repair	\$2,137.00	\$0.00	remove from inventory and dispose
21	1005-160 Computer	beyond economical repair	\$993.00	\$0.00	remove from inventory and dispose
22	1007-014 Tape Drive	beyond economical repair	\$3,157.89	\$0.00	remove from inventory and dispose
23	1007-018 Computer	beyond economical repair	\$6,657.00	\$0.00	remove from inventory and dispose
24	1401-554 Computer	beyond economical repair	\$2,127.00	\$0.00	remove from inventory and dispose
25	1401-556 Computer	beyond economical repair	\$2,127.00	\$0.00	remove from inventory and dispose
26	1414-016 Computer	beyond economical repair	\$1,967.00	\$0.00	remove from inventory and dispose
27	2600-875 Computer	beyond economical repair	\$1,301.00	\$0.00	remove from inventory and dispose
28	2600-920 Computer	beyond economical repair	\$1,833.25	\$0.00	remove from inventory and dispose
29	2608-075 Computer	beyond economical repair	\$1,888.00	\$0.00	remove from inventory and dispose
30	1001-555 Plotter	beyond economical repair	\$9,327.99	\$0.00	remove from inventory and dispose
31	0903-802 Computer	beyond economical repair	\$2,126.00	\$0.00	remove from inventory and dispose
32	0903-867 Computer	beyond economical repair	\$1,888.00	\$0.00	remove from inventory and dispose
33	0903-980 Computer	beyond economical repair	\$859.00	\$0.00	remove from inventory and dispose
34	0920-417 20' Utility Trailer	beyond economical repair	\$2,831.00	\$0.00	remove from inventory and dispose
35	1401-426 Generator	old-obsolete	\$1,869.00	\$0.00	remove from inventory and transfer
36	1416-069 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose
37	1416-074 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose
38	1416-083 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose
39	1416-065 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose
40	1416-071 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose
41	1416-070 Ossillomate B/P monitor	beyond economical repair	\$1,409.00	\$0.00	remove from inventory and dispose

# MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED JAN 26 2005

TO: DIVINA D. SPEER STOP #8

FROM: Public Safety

PROPERTY CLERK, FINANCE DEPT.

DATE: January 25, 2005

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1300-046	2180	Refrigerator Mobile Mortuary	10/1/00	\$5,320.00/\$500.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

XX APPROVAL TO ADVERTISE FOR BIDS.  
\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

The refrigerator was purchased by the former Medical Examiner for use at the funeral home in Marathon. When the funeral home closed, it was moved to the leased facility on Big Pine Key. The refrigerator has not worked since it was moved. The Medical Examiner has requested that the surplus item be advertised for sale, to allow more space for his operations

PREPARED BY: [Signature]  
PRINT NAME: Michael Hunter MD

DATE: 1/25/05

DIVISION DIRECTOR APPROVAL: [Signature] 1/25/2005

# MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED JAN 07 2005

TO: DIVINA D. SPEER STOP #8

FROM: Charles "Sonny" McCoy, Commissioner

PROPERTY CLERK, FINANCE DEPT.

Board of County Commissioners, District 3

DATE: 3/16/2004

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
	MX 06C046-47801- 151-BOCC	Dell M781P Computer System (See Attached)	6-5-2001	TBD
0100-402	3VQVM01	PC Dell GX 110 Mini (See Attached)	6-5-2001	\$1099.00 / e

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

☒

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

**REASON FOR REQUEST:**

x Computer unable to perform satisfactorily due to limited capacity. New system purchased and installed 3/16/04.

PREPARED BY: Katherine Peters

PRINT NAME: Katherine Peters

DATE: 3/16/2004

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: Charles "Sonny" McCoy, Commissioner BOCC-3

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

JIM VAN TASSEL

RECEIVED JAN 0 6 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0202-435	7ZB1024386	Hub/Switch	1/6/99	\$880.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken

**PREPARED BY:** Divina D. Speer  
**PRINT NAME:** Divina D. Speer

**DATE:** \_\_\_\_\_

**DIVISION DIRECTOR APPROVAL:**

**PRINT NAME:** Danny L. Kolhage

**TECHNICAL SERVICES APPROVAL:**

**PRINT NAME:** JIM VAN TASSEL

1/5/05

RECEIVED JAN 20 2005

RECEIVED JAN 6 4 2005

MONROE COUNTY  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Kelly Papa  
Growth Management

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1002-452	BJKF601	Dell Computer	01/24/01	\$1,293.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

TIMOTHY MCGARRY

1/18/05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

JIM VAN TASSEL

1/24/05

RECEIVED JAN 6 2005

2004

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Peter Lubert

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1416-148	BR8RR	Dell Computer	9/29/98	\$1,489.00/\$0

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

\_\_\_\_\_  
 APPROVAL TO ADVERTISE FOR BIDS.  
 XXXXX  
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 \_\_\_\_\_  
 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

**REASON FOR REQUEST:**

Broken – beyond economical repair

DEPARTMENT APPROVAL BY: \_\_\_\_\_

PRINT NAME: PETER LUBERT

DATE: 12/27/04

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CLARK MARTIN

A. Romero Acting M.C.F.R. Chief 12-28-04

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

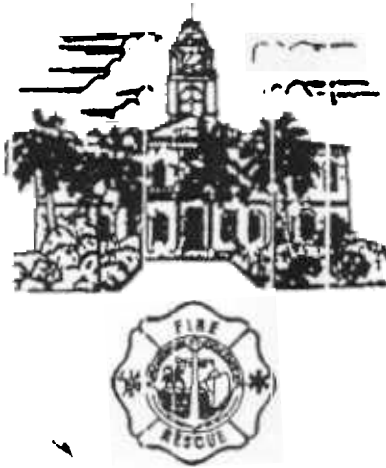
PRINT NAME: \_\_\_\_\_

JIM VAN TASSEL

1/5/05



OFFICE of  
FIRE RESCUE  
4911 63<sup>rd</sup> Street  
Marathon, FL 33050  
PHONE: (305) 289-6010  
FAX: (305) 289-6336



## MEMORANDUM

**DATE:** December 21, 2004

**TO:** Thomas J. Willi, County Administrator

**FROM:** Clark Martin, Fire Chief *Clark Martin*  
Fire Rescue

**RE:** Absence of Fire Chief

I will be out of the county from 0700 on Sunday, December 26, 2004 until 2300 on Friday, December 31, 2004. During my absence, Assistant Fire Marshal Arthur Romero will have full authority to act on my behalf including approval of appropriate fiscal documents.

cc: Shift Battalion Chiefs  
Battalion Chief Robert Low  
Assistant Fire Marshal Arthur Romero  
Captain Pete Lubert  
All Volunteer Chiefs  
Purchasing Department  
Finance Department  
Sheriff's Department

*Salome*

**BOARD OF COUNTY COMMISSIONERS**  
Mayor Dede M. Spahr, District 1  
Mayor Pro Tem Charles "Sonny" McCall, District 3  
George Neugent, District 2  
David P. Rice, District 4  
Murray E. Nelson, District 5

**RECEIVED JAN 07 2005**  
**MONROE COUNTY**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** James Bruce  
Facilities Maintenance

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0920-443	W004X2X015668	4X2 Gator	02/15/96	\$4,731.06/\$0

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

\_\_\_\_\_  
XXXXX      APPROVAL TO ADVERTISE FOR BIDS.  
\_\_\_\_\_  
             APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
\_\_\_\_\_  
             APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

**REASON FOR REQUEST:**

Broken – Beyond economical repair

PREPARED BY: James Bruce  
PRINT NAME JAMES BRUCE

DATE: 1-3-05

DEPARTMENT DIRECTOR APPROVAL  
PRINT NAME

John W. King  
JOHN KING

DIVISION DIRECTOR APPROVAL:  
PRINT NAME

Dent Pierce  
DENT PIERCE

1/6/05

**received**  
P.C. 12/20/04

OMB FORM REVISED 11/97  
**received**  
MC 1/5/05

**RECEIVED**  
**JAN 4 2005**  
Divina

RECEIVED JAN 12 2005

MONROE COUNTY  
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.  
DATE: 1-10-05

FROM: Marathon Airport

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
2400-109	HVR 363R252	Hydraulic Unit with Fire Unit 14	12-14-95	3282.11 / -0-

CHECK APPROPRIATE LINE BELOW:

☒ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

UNIT IS BEYOND ECONOMICAL REPAIR

PREPARED BY: Barbara J. Ward  
PRINT NAME

DATE: January 10, 2005

DIVISION DIRECTOR APPROVAL: [Signature]  
PRINT NAME

RECEIVED JAN 20 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** GARY MANFRE  
TECHNICAL SERVICES

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0101-012 ✓	08166	Computer	6/9/93	\$3,835.00/\$0
0601-422 <sup>16</sup>	USCC019952	Printer	6/30/97	\$760.00/\$0
0601-423 <sup>16</sup>	USCC014770	Printer	6/30/97	\$760.00/\$0
0601-537 <sup>16</sup>	9DZ7L01	Computer	6/13/01	\$1,334.00/\$0
0800-421 ✓	DW8RL	Computer	3/27/98	\$1,981.00/\$0
0800-533	786V101	Computer	9/11/00	\$993.00/\$0
0940-444	8MC5C	Computer	5/13/97	\$2,090.00/\$0
1001-631	427534602	Computer	11/14/02	\$2,300.81/\$0
100106-6	HD25H	Computer	12/28/98	\$1,627.00/\$0
1002-395	FJPW6	Computer	7/16/98	\$2,158.00/\$0
1002-418	UL0J5	Computer	3/30/99	\$1,975.00/\$0
1003-015	H7T5M	Computer	12/9/98	\$2,562.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Broken- Beyond economical repair

**PREPARED BY:** \_\_\_\_\_

**PRINT NAME:** GARY MANFRE

**DATE:** \_\_\_\_\_

**DIVISION DIRECTOR APPROVAL:** \_\_\_\_\_

**PRINT NAME:** SHEILA BARKER

**TECHNICAL SERVICES APPROVAL:** \_\_\_\_\_

**PRINT NAME:** JIM VAN TASSEL

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
**Property Clerk, Finance Dept.**

**FROM:** GARY MANFRE  
**TECHNICAL SERVICES**

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1005-114 • ✓	G7M22	Computer	9/22/98	\$2,137.00/\$0
1005-160 • ✓	3DQR101	Computer	9/8/00	\$993.00/\$0
1007-014 ✓	NA	Tape Drive	6/10/98	\$3,157.89/\$0
1007-018 • ✓	EXG3V	Computer	6/10/98	\$6,657.00/\$0
1401-554 • ✓	BHP3C	Computer	9/30/97	\$2,127.00/\$0
<del>1401-555 • ✓</del>	<del>BHP3K</del>	<del>Computer</del>	<del>9/30/97</del>	<del>\$2,127.00/\$0</del> <i>8/7/05</i>
1401-556 • ✓	BHP3X	Computer	9/30/97	\$2,127.00/\$0
1414-016 • ✓	EXRMY	Computer	6/8/98	\$1,967.00/\$0
2600-875 • ✓	1KH99	Computer	7/28/99	\$1,301.00/\$0
2600-920 • ✓	0016333114	Computer	11/19/99	\$1,833.25/\$0
2608-075 • ✓	FGFZB	Computer	7/22/98	\$1,888.00/\$0
<i>0920-486</i>	<i>G48 m2</i>	<i>Computer</i>		

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

\_\_\_\_\_**XXXXX**\_\_\_\_\_**APPROVAL TO ADVERTISE FOR BIDS.**  
 \_\_\_\_\_**APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**  
 \_\_\_\_\_**APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** \_\_\_\_\_

**REASON FOR REQUEST:**

Broken- Beyond economical repair \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 PRINT NAME: **GARY MANFRE**

**DIVISION DIRECTOR APPROVAL:** *Sheila A. Barker* *1/18/05*  
 PRINT NAME: **SHEILA BARKER**

**TECHNICAL SERVICES APPROVAL:** *Jim Van Tassel* *1/14/05*  
 PRINT NAME: **JIM VAN TASSEL**

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** Kelly Papa  
Growth Management

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1001-555	ESC8C19872	Designjet Plotter	09/08/99	\$9,327.99/\$0

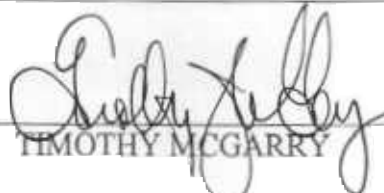
**CHECK ONE (1) APPROPRIATE LINE BELOW:**

☐ APPROVAL TO ADVERTISE FOR BIDS.  
☒ XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

**REASON FOR REQUEST:**

Beyond economical repair

**DIVISION DIRECTOR APPROVAL:**

  
TIMOTHY MCGARRY

1/18/05

RECEIVED JAN 28 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Miguel Carbonell  
Facilities Maintenance

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0903-802	8GD7R	Computer	3/14/97	\$2,126.00/\$0
0903-867	DYHP6	Computer	4/6/98	\$1,888.00/\$0
0903-980	6243001	Computer	8/9/00	\$859.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW

XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Old - Obsolete - No longer in use - Already replaced

APPROVED BY: \_\_\_\_\_

PRINT NAME: JOHN KING

DATE: \_\_\_\_\_

1-25-05

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

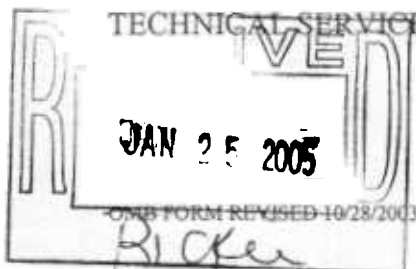
PRINT NAME: \_\_\_\_\_

DENT PIERCE

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

JIM VAN TASSEL



**received**  
1/25/05

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** DAN FONTE

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0920-417	na	20' Utility Trailer	9/30/90	\$2,831.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

       APPROVAL TO ADVERTISE FOR BIDS.  
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
       APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

OLD – OBSOLETE – NO LONGER IN USE

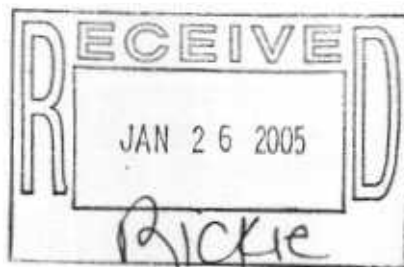
15 YEAR OLD EQUIPMENT TRAILER - REPAIR COSTS WOULD EXCEED REPLACEMENT

APPROVED BY: Joseph Medallion  
PRINT NAME JOE MEDALLION

DATE: 1/25/05

DIVISION DIRECTOR APPROVAL: Clay Pierce  
PRINT NAME DENT PIERCE

1/28/05



## Fonte-Dan

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**From:** London-Priscilla  
**Sent:** Wednesday, January 12, 2005 9:59 AM  
**To:** Fonte-Dan  
**Subject:** Inspection of Harry Harris Park



Danny: I was up on Burton Drive to meet with the road crew and while I was there I made an inspection of Harry Harris Park. The park looks so nice. It makes me proud to invite the public. Your guys are doing such a great job. However, I found a few things that need repaired or removed that may be considered hazardous to the public.

1. At the concession stand at the ball field there is an old wooden marquee or display case. The window is removed from the case and the bottom has been torn off so there are nails sticking out 1 inch. I would appreciate it if your staff would remove it the entire display window it appears that it is no longer in use.
2. The next hazard is a cement picnic table back in the bushes opposite the batting cages. Both the table and seats have been battered up with re-bars sticking out. They need to be removed and replaced with something safer. (Actually, I saw another pavilion that could use a picnic table and benches across from the baseball field.) (That part is not a safety issue just thought it would be nice to have a table for moms & dads to use when their kids are playing.)
3. A flatbed trailer needs to be removed. It is located back in the bushes beyond the batting cages. It is rusting through and the plywood is being displaced by the children trying to make ramps and things. This is an attractive nuisance and needs to be removed along with the lumber laying around.

Other than that the ball fields are beautiful, the bathrooms are clean and the public is very lucky we have such a dedicated staff as you and yours. Please advise me as to the progress of your action.

Priscilla London, CPM, CFI, CEM, FPEM

1100 Simonton St.

Key West, FL 33040

[safety@monroeocounty-fl.gov](mailto:safety@monroeocounty-fl.gov)

work - 305-292-4456

fax - 305-295-4355

pager 305 - 437-0868

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** PUBLIC SAFETY DEPARTMENT

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1401-426	1002581	Honda Generator	5/9/86	\$1,869.00/\$0

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

\_\_\_\_ APPROVAL TO ADVERTISE FOR BIDS.  
\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
XXX APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: CITY OF KEY WEST

**REASON FOR REQUEST:**

TRANSFER TO CITY OF KEY WEST POLICE DEPARTMENT

**PREPARED BY:** LEE TONER *LToner* **DATE:** 1.31.05  
PRINT NAME

**DIVISION DIRECTOR APPROVAL:** *[Signature]* 1/31/2005  
PRINT NAME JAMES R. PAROS

# MONROE COUNTY FIXED ASSET TRANSFER FORM

RECEIVED JAN 14 2005

TO: Divina Speer  
PROPERTY CLERK, FINANCE DEPT.

FROM: MONROE COUNTY EMERGENCY  
MANAGEMENT

DATE: 11/3/04

ASSET I.D. NUMBER	SERIAL NUMBER
1401-426 6500 KW GAS GENERATOR	1002581
LOCATION FROM:	LOCATION TO:
MONROE COUNTY EMERGENCY MANAGEMENT	CITY OF KEY WEST

OWNERSHIP CHANGE: YES ☒ NO ☐

DATE: 11/03/04

MONROE COUNTY EMERGENCY  
MANAGEMENT

SURRENDERING DEPARTMENT:   
DEPARTMENT DIRECTOR

RECEIVING DEPARTMENT:   
DEPARTMENT DIRECTOR

RECEIVED JAN 28 2005

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM** Peter Lubert  
Captain, Support Services

**DATE:** \_\_\_\_\_

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1416-069	9639008	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0
1416-074	9639005	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0
1416-083	9712077	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0
1416-065	9639016	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0
1416-071	9639057	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0
1416-070	9639003	Ossillomate B/P Monitor	3/17/97	\$1,409.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.  
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

OBSOLETE – NO LONGER IN USE-TAKEN OUT OF SERVICE

DEPARTMENT APPROVAL:  
PRINT NAME

Peter Lubert  
PETER LUBERT

DATE: 1/25/05

DIVISION DIRECTOR APPROVAL:  
PRINT NAME

Clark Martin  
CLARK MARTIN